

Summary of Changes

USMEPCOM Regulation 608-1, October 4, 2006

Personal Affairs

USMEPCOM Wellness and Readiness Program

Specifically, this revision-

- Adds MEPSs commanders responsibility to monitor readiness support groups (RSGs) annually (par. 1-4e(2))
- Adds service delivery to include relocation assistance; TRICARE and Exceptional Family Member Program information referral; financial education training; and newsletters (par. 1-7c(6)).
- Adds requirement for sectors and J-1/MHR-HSS to provide support for the USMEPCOM Wellness and Readiness Symposia (par. 2-1).
- Changes requirements on reimbursement for symposia support of family members (par. 2-3b).
- Rescinds the use of USMEPCOM Form 608-1-1-R-E (Contact Information Record).
- Adds the use of USMEPCOM Form 608-1-6-R-E (Readiness Support Group Information Survey) (par. 3-2a4(a)).
- Changes the volunteer coordinator duties to an appointed duty assignment (par. 3-3).
- Adds requirement for annual approval of an RSG operating budget, including specific responsibilities IAW with AR 600-20 (Army Command Policy) (par. 3-3).
- Clarifies how a file record is to be kept for each volunteer to include military and civilian employees (par. 3-3).
- Adds guidance for the annual budget (par. 3-4).
- Changes fundraising policy (par. 3-4).
- Adds reimbursement for RSG volunteer recognition awards to be purchased from appropriated funds. (par. 3-5a).
- Updates policy on the expenditure of funds for programs not specifically covered by this regulation (par. 3-5).
- Adds informal funds guidance (par. 3-5b).
- Adds policy on unauthorized RSG fundraising support (par. 3-6).
- Changes wording from military volunteers to chaplain volunteers (par. 4-6b).
- Reduces volunteer hours requirement from 25-250 hours to 20-250 hours for a Certificate of Volunteer Appreciation (par. 4-6a(1)).

- Adds Sexual Assault Response Program (SARP) to comply with DOD and DA guidance (par. 5-4).
- Adds on-line training sites and resources (par. 5-6b).
- Updates test questions in appendix B.

**DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094**

USMEPCOM Regulation
No. 608-1

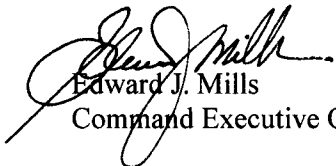
October 4, 2006

Effective: November 6, 2006

**Personal Affairs
USMEPCOM WELLNESS AND READINESS (WR) PROGRAM**

FOR THE COMMANDER:

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DISTRIBUTION:

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Summary. This regulation establishes policies and procedures for the United States Military Entrance Processing Command's (USMEPCOM) Wellness and Readiness (WR) program.

Applicability. This regulation applies to USMEPCOM military and civilian employees.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-1/MHR-WR, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: J-1/MHR-WR. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or memorandum, to HQ USMEPCOM, ATTN: J-1/MHR-WR, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation contains management control provisions and provides a management control evaluation checklist, in appendix B, for use in conducting management controls.

*This regulation supersedes USMEPCOM Regulation 608-1, August 30, 2004.

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Chapter 1

Introduction

1-1. Purpose

This regulation provides guidance for the Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) Wellness and Readiness (WR) Program for USMEPCOM employees and their family members.

1-2. References

References are listed in appendix A.

1-3. Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Commander, USMEPCOM, will:

- (1) Establish policy and funding for the WR program.
- (2) Designate, by an additional duty appointment, a HQ USMEPCOM RSG leader.
- (3) Complete RSG appointment order.
- (4) Approve an annual RSG budget.
- (5) Provide administrative support, use of official mail, and reimbursement of incidental expenses under preapproved circumstances.
- (6) Provide workspace and administrative needs (e.g., paper, pencils, computer, e-mail, telephone and copying service).
- (7) Promote the understanding and visibility of the local RSG.
- (8) Appoint a unit financial counseling specialist.

b. Director J-1/MHR, will establish recommendations for policy and budget and ensure coordination and integration of the USMEPCOM WR program.

c. Chief, Wellness and Readiness Division, will:

- (1) Provide advice and assistance to USMEPCOM commander on WR issues.
- (2) Formulate policies and procedures.
- (3) Ensure military and civilian employees and their family members are informed of the policy in this regulation.
- (4) Ensure services are developed based on HQ USMEPCOM, sector MEPS-specific needs and mission requirements.

(5) Use existing resources, information, and services to the greatest extent possible. Make sure Services and activities collaborate and coordinate with each other and other Federal, State, and civilian agencies and national nonprofit organizations.

(6) Provide assistance in developing training opportunities for HQ USMEPCOM employees and volunteers IAW DODI 1100.21 (pars. 2.2 and 5.7)

(7) Consolidate results of needs assessments completed by each MEPS to provide guidance to command and identify additional resource requirements.

d. Sector commander will:

(1) Ensure each MEPS has a viable and adequately funded WR program.

(2) Appoint a sector WR liaison for their MEPSs.

(3) If so desired, establish a sector RSG steering committee. If applicable, approve an annual RSG budget.

(Note: If no sector RSG steering committee is established, appoint in writing a primary and alternate RSG representative to the HQ USMEPCOM RSG steering committee.)

(4) Provide administrative support, use of official mail, and reimbursement of incidental expenses under preapproved circumstances.

(5) Provide workspace and administrative needs (such as paper, pencils, computer, e-mail, telephone and copying service).

(6) Promote the understanding and visibility of the local RSG.

(7) Ensure compliance with this regulation.

d. Sector WR liaison will:

(1) Refer commandwide quality of life problems or questions through command channels for resolution.

(2) Disseminate information to MEPS personnel.

(3) Monitor, review, and support the sector RSG program.

(4) Compile WR Army Family Action Plan (AFAP) information for submission to HQ USMEPCOM (J-1/MHR-WR), 2834 Green Bay Road, North Chicago, IL 60064-3094.

e. MEPS commander will:

(1) Establish WR priorities and allocate RSG resources to meet needs.

(2) Monitor and evaluate RSG on an annual basis.

(3) Maintain all volunteer documentation for work conducted and RSG activities supported.

(4) Establish and maintain a good working relationship between local military and civilian family support agencies.

(5) Complete the WR management control assessment evaluation checklist on an annual basis IAW AR 600-20.

(6) Designate, by an additional duty appointment, a command volunteer coordinator and other volunteers to support the WR program.

(7) Complete RSG appointment orders.

(8) Approve an annual RSG budget.

(9) Provide administrative support, use of official mail, and reimbursement of incidental expenses under pre-approved circumstances.

(10) Provide workspace and administrative needs (such as paper, computer, e-mail, telephone, and copying service).

(11) Promote the understanding and visibility of the local RSG.

(12) Appoint a unit financial counseling specialist.

1-5. Objectives

The USMEPCOM WR program objectives are to:

a. Provide services that promote self-sufficiency, resiliency, stability, and readiness to all USMEPCOM employees and their family members.

b. Create RSGs at each MEPS, with MEPS personnel and family members actively involved in solving problems, creating excellence, and pursuing personal growth and learning.

1-6. Initiatives

a. All leaders have a responsibility to support, encourage, and implement programs that improve the living and working environment of USMEPCOM employees and their family members. This regulation consolidates the general program guidance that will aid USMEPCOM employees and in developing and operating family life programs.

b. Director, J-1/MHR, sector commanders, and MEPS commanders are encouraged to develop additional WR programs that meet the needs of their units. Requests to implement new programs, not prescribed in this regulation, and suggestions to improve the quality of any WR program, will be sent to HQ USMEPCOM (J-1/MHR-WR), 2834 Green Bay Road, North Chicago, IL 60064-3094.

1-7. WR program participation and service delivery

a. Composition. The WR program is composed of planned programs or activities that meet the needs and interests of USMEPCOM employees and their family members.

b. Participation. Unless officially delegated participation in WR programs by USMEPCOM employees and their family members is on an individual voluntary basis. WR activities are official unit activities.

c. Service delivery. Deliver the services using the following methods:

(1) Wellness symposia, Army Family Action Plan (AFAP)

- (2) RSGs
- (3) Volunteer management
- (4) Family assistance programs
- (5) Readiness Leadership Development Program
- (6) Relocation, TRICARE, Exceptional Family Member Program (EFMP), financial education training, and newsletters.

1-8. Program publicity

Publicize the WR program to make commanders, staff, and all eligible participants aware of the services offered. Publicize using all available media (e.g., bulletin boards, newsletters, command information classes, Web sites, conference calls, teleconferencing, telephone trees, RSGs, and training conferences). Additional formats may be developed to enhance communication.

Chapter 2

Annual Symposia Requirements

2-1. HQ USMEPCOM requirements

- a. Establish funding authorizations and guidance IAW (Army Family Action Plan AR 608-47).
- b. Establish timelines and guidelines for submissions.
- c. Provide on-site assistance and training to all participants.
- d. Conduct an annual symposium. Consolidate the issues for forwarding to the Department of the Army (DA). Ensure there is representation from HQ USMEPCOM, sectors, and clusters.
- e. Monitor active AFAP issues.
- f. Publish the status of all USMEPCOM AFAP issues annually on the HQ USMEPCOM MEPNET Web site.

2-2. Sector

- a. Comply with annual WR symposium taskers to identify quality of life issues that pertain to sector employees and their family members.
- b. Recruit WR symposia delegates representing all sector employees and their family members.
- c. Follow guidelines for issue submission to HQ USMEPCOM (J-1MHR-WR).

2-3. Family members

a. Invitational travel orders (ITOs) may be issued for family member delegates traveling locally or from outside the commuting area. The ITOs should be issued using the Defense Travel System (DTS). Travel reimbursement for meals and lodging are subject to the Joint Federal Travel Regulation (Military Members), Volume 1, appendix E, for military personnel and Joint Travel Regulation (Civilians), Volume 2, appendix E, for civilian employees. ITOs may not be issued to.

(1) Employees of the Federal Government

(2) Nonappropriated fund officials or

(3) Employees traveling on nonappropriated fund business. Unless retired, Federal Government employees or uniformed service members may use DTS for their TDY.

b. Family member delegates must obtain prior approval from the Chief, Wellness and Readiness Division, to travel and receive reimbursement for meals. Delegates attending official working breakfasts, luncheons and dinners will be reimbursed for meals at the applicable per diem rate for that particular meal.

c. HQ, USMEPCOM family members, who are also delegates, may not be reimbursed for their TDY or their per diem using appropriated funds.

Chapter 3

RSGs

3-1. Purpose

The purpose of a RSG organization is to provide a mutual network of support for USMEPCOM employees and their family members and volunteers affiliated with USMEPCOM that provides information, support, and assistance to members of the group.

3-2. Goals

a. Commanders will establish an RSG in which the basic goals include social support, communication system, and well-being activities. Sector commanders, see paragraph 1-4d.

(1) Assist with the collection of local information used for the welcome packet and/or the Standard Installation Topic Exchange (SITES) Web site (<http://www.dmdc.osd.mil/sites>).

(2) Develop quarterly official RSG newsletters and distribute to employees and their families.

(3) Establish a communication system and update quarterly.

(4) Establish an emergency plan in a central location which meets Privacy Act requirements. The plan will include guidance to assist families with personal crises (e.g., serious illness of a relative) and include referrals to either a servicing military installation family center or information and referral provider. Document contacts on a USMEPCOM Form 608-1-6-R-E (Readiness Support Group Information Survey). Maintain a copy of the form under record number (RN) 608-1b; disposition instructions are at appendix A, section VI.

(5) Coordinate RSG team-building activities on a quarterly basis, and invite all eligible employees and family members as funds permit.

(6) Establish a RSG program to recognize spouses. At a minimum, the program will formally recognize spouses upon arrival and prior to departure.

b. Additional programs may be established in cooperation with community and military agencies (see par. 1-6).

3-3. Appointed RSG volunteer

An appointed RSG volunteer (e.g., leader, co-leader, treasurer, secretary, newsletter editor, volunteer coordinator) is sanctioned as an official volunteer under Title 10, United States Code, section 1588 (Voluntary Services in the DoD). This legislation allows members of USMEPCOM to accept volunteers in USMEPCOM RSG programs. These officially sanctioned RSG volunteers are considered Federal employees for liability purposes arising from activities within the scope of their volunteer duties. They are authorized certain kinds of support and, where budgeted for and approved by the commander, can have certain expenses that arise as a result of their volunteer service reimbursed with RSG authorized funds. Complete appointment orders, a Gratuitous Service Agreement, and DD Form 2793 (Volunteer Agreement for Appropriated Fund Activities & Non-Appropriated Fund Instrumentalities (NAFI)). Copies of appointment orders for RSG volunteers will be filed in the RSG Inspection Binder in accordance with RN 608-1a6; disposition instructions are at appendix A, section VI.

3-4. Annual budget

The RSG leader will submit the annual budget to their commander by October 30 of each year. The annual budget will include, at a minimum, informal funds and estimated monies to be raised through fundraising. Fundraising expectations will determine expenditures. The RSG leader will maintain the

original copy of the approved annual budget in the RSG Inspection Binder under RN 215-1d; disposition instructions are at appendix A, section VI.

3-5. Funding support

Authorized funding support falls into two categories: appropriated funds and informal funds (see AR 608-1, appendix J).

a. Appropriated funds. There are several types of appropriated funds support to volunteers, with command planning and approval that can be provided. The following appropriated funds are authorized:

(1) Official mail. RSG volunteers are authorized to use official mail and e-mail. All mail must be for an official, mission-related purpose, and approved by the commander. Official mail **will not** be used to send social items such as recipes, birth announcements, bowling league scores, or any information about revenue producing items or events.

(2) RSG newsletters. The RSG newsletter will contain official and unofficial information. Official information relates to command and mission-essential information that the commander believes families should have to be better informed. The RSG newsletter would include information about available WR program services, the MEPS, benefits, and sponsored activities. They should be limited to a maximum of 16 printed pages and may be printed in color using available Government printers.

(3) Government facilities. RSG volunteers are authorized to use Government facilities while acting in a volunteer status, which includes dedicated office space, desk (or desk drawers if more than one volunteer uses the same desk), equipment, supplies, telephones, computer and internet access needed to accomplish their assigned duties on behalf of the RSG.

(4) Government vehicles. An RSG volunteer may ride in a Government-owned vehicle when all of the following circumstances exist:

(a) The commander determines whether the use of the vehicle is for official purposes and if failure to provide a vehicle would have an adverse affect upon morale.

(b) The vehicle is driven by a Government employee who is acting in his or her capacity as a Government employee and who possesses a valid license to operate the vehicle.

(c) The use of the vehicle can be provided without detriment to the accomplishment of the unit's needs. The volunteer has a written job description that includes specific duties (e.g., providing service and planning and attending meetings that will be performed as a result of being a passenger in the Government-owned vehicle.

Note: When Government-owned vehicles are not available, privately-owned vehicles must be used.

(5) ITOs. ITOs are not authorized for volunteers in their capacity as volunteers. However, ITOs can be authorized for volunteers performing a direct service for the Government. Volunteers may include subject-matter experts, consultants, and other advisors who must travel to confer with Government officials in connection with the performance of that service (e.g., symposia). ITOs may be issued for the purpose of giving or receiving training. Reimbursement can be made from appropriated funds, depending on command approval and availability.

(6) Reimbursement of incidental expenses. Commanders are authorized to use appropriated funds or nonappropriated funds to reimburse RSG leaders and designated official volunteers for out-of-pocket costs like child care, telephone costs, and similar expenses. Procedures for reimbursement of incidental expenses are included in AR 608-1 (Army Community Service Center) and AR 215-1 (Morale,

Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities). Reimbursements depend on command approval and availability of funds.

(7) Reimbursement for awards. RSG volunteer awards and recognition, to include certificates, award frames, pins, small mementos are authorized to be purchased from appropriated funds for recognition of RSG volunteers.

b. Informal funds support

(1) RSGs are authorized to raise informal funds to support RSG activities. Employees and their family members are the only ones authorized to participate in donation-based fundraising events (i.e., goods or services). It is recommended that a sign be visible for all donation-based fundraising events (e.g., baked goods, car wash, etc.). The sign will include that the event is donation based, who is sponsoring the event, and the purpose of the event (e.g., "Your donation is appreciated and will go towards our RSG Children's Holiday Party."). RSG informal fund accounts may not exceed \$1,000 at any one time. Fundraiser events may include: prepared foods (baked goods, hot dogs, chili, hamburgers, etc.) and recycling (e.g., cans, bottles, plastic, papers, etc.). Each fundraiser must be in support of a specific RSG planned event and advertised appropriately.

(2) Commanders may authorize RSG informal funds be used to support office coffee, cup and flower, and quarterly team building activity funds. These funds are subject to the following guidelines:

(a) Use is limited to expenses consistent with the purpose and function of the RSG informal funds.

(b) Only one individual is to be responsible for fund custody, accounting, and documentation. Annually, this individual's supervisor is advised of the fund's financial status.

(c) Operation of the RSG informal funds will be consistent with DOD values and DOD 5500.7-R (Joint Ethics Regulation).

(d) Fundraising solicitations conducted by organizations composed of civilian employees and/or members of the Uniformed Services among their own members for organizational support or for the benefit of specific member welfare funds are permitted, but they should be limited in number and scope during the official fundraisers (i.e., Combined Federal Campaign and Army Emergency Relief periods in order to minimize competition). (DODD 5035.1 (Combined Federal Campaign (CFC) Fundraising Within DOD), par. 3-6).

(3) Sectors and MEPS commanders are encouraged to develop additional WR programs that meet the needs of their unit. Requests to implement new programs not prescribed in this regulation and suggestions to improve the quality of, any WR program will be sent by memorandum to HQ USMEPCOM J-1/MHR-WR, 2834 Green Bay Road, North Chicago, IL 60064-3094. MEPSs commanders will forward through the appropriate sector commander. Recommendation memoranda will include examples of how the program and/or suggestion will benefit the RSG program.

3-6. Unauthorized RSG fundraising support

RSGs may not engage in external fundraising activity beyond the confines of what are described as on-post activities, off-post activities, and off-limit actions (see AR 600-20 (Army Command Policy), par. 6-8). Applicants and/or their family members will not be solicited to conduct fundraising. Prohibited fundraising practices include:

a. Raffles. If prohibited by local or State law, raffles must be approved by the Commander, USMEPCOM. A raffle is defined as: a game of chance: for which individuals must pay to participate (3)

and the winner receives something of value. If any one of these three conditions is not met, the event is not a raffle and does not need to be approved by the USMEPCOM Commander.

- b. Chain letters and pyramid schemes.
- c. Door-to-door solicitations.
- d. Any activity that is immoral, pornographic, illicit and/or casts a negative light on the military.
- e. Dispensing or acquiring controlled substances.
- f. Any activity involving Service members in uniform.
- g. Any activity that competes with Army Air Force Exchange Service (AAFES) Morale, Welfare, and Recreation (MWR) facilities.
- h. Any activity on private property without proper permission.
- i. Any activity that violates a State or local ordinance.
- j. Any activity or product that is dangerous or unduly risky.
- k. Fundraising activities conducted without an Internal Revenue Service (IRS) Employee Identification Number (EIN). (See AR 608-1, chapter 8).

Chapter 4

Volunteer Management

4-1. Volunteerism

Volunteerism is a tradition within all Services. Volunteers play a particularly important role within USMEPCOM because of the unique difficulties employees and their families may encounter. USMEPCOM volunteers will not receive any monetary reimbursement for voluntary service. USMEPCOM employees who perform volunteer work must do so outside of normal working hours.

4-2. Purpose

To provide guidance for the management of WR volunteers. Management includes administration, supervision, and recognition of volunteers.

4-3. Supervising volunteers

All appointed volunteers, unless otherwise directed, will have a position description. The position description will be written according to AR 608-28 (Handbook on Volunteers in Army Community Service). Volunteer categories are as follows:

a. Statutory. A WR or RSG volunteer, appointed by the commander, to serve and support a USMEPCOM WR accepted program (see ch. 5).

b. Individual providing gratuitous service. Nonappointed RSG volunteer provides a voluntary service in an accepted RSG voluntary program not afforded benefits.

4-4. DA Form 4713 (Volunteer Daily Time Record)

Each statutory volunteer will maintain a record of hours volunteered on a DA Form 4713. Maintain the form under record under 608-1a6; RN title and disposition instructions are under appendix A, section VI. Volunteer credit hours will be entered on a DA Form 4713 for the appropriate day and month the volunteer worked. Monthly figures will be totaled at the end of the calendar year, entered on the volunteer's permanent service record, and submitted to J-1/MHR-WR.

4-5. DA Form 4162 (Volunteer Service Record)

Document the volunteer hours earned, jobs performed, and/or training and recognition received on a DA Form 4162 for each statutory volunteer. The DA Form 4162 will assist in establishing eligibility for awards under record 608-1a6. For each volunteer worker, ensure a file record is maintained under RN 608-1a6; disposition instructions are in appendix A, section VI. Volunteers include both military and civilian employees and family members.

4-6. Recognition and awards

Recognition and awards will be presented annually based on credit hours and level of contribution as indicated below. Certificates will be issued by J-1/MHR-WR only and will require verification of volunteer service using DA Form 4713. Additional tokens of appreciation (i.e. plaques) may be provided depending on the magnitude of the contribution and availability of informal funds. Monetary awards are not authorized for volunteers.

a. Volunteers.

(1) USMEPCOM Form 608-1-2 (Certificate of Volunteer Appreciation). Awarded for cumulative hours of service. Criteria for this award is 20-250 hours.

(2) USMEPCOM Form 608-1-3 (Silver Certificate of Volunteer Appreciation). Awarded for significant contribution to WR programs. Criteria for this award is 250-500 cumulative hours.

(3) USMEPCOM Form 608-1-4 (Gold Certificate of Volunteer Appreciation). Awarded for substantial contribution to WR programs. Criteria for this award is 500 plus cumulative hours.

(4) USMEPCOM Form 608-1-5 (Freedom Certificate of Volunteer Appreciation). Awarded for outstanding service to WR programs. Criteria for this award is 3,700 cumulative hours or 5 years of volunteer service.

b. Chaplain volunteers. Follow procedures established in AR 600-25 (Salutes, Honors, Visits of Courtesy).

Chapter 5

Family Assistance Programs

5-1. Financial Readiness Program

The purpose of this program is to provide personal financial counseling and assistance to USMEPCOM employees as requested by the employee or referred by the commander. Commander, USMEPCOM, will appoint a financial counseling specialist to provide personal financial counseling to HQ USMEPCOM and sector employees. MEPS commanders will appoint one financial counseling specialist to provide personal financial counseling to MEPS employees. To qualify as a financial counseling specialist, employee is required to attend a certified military financial counseling specialist course. To attend a financial specialist course, employee must contact J-1/MHR-WR. Upon completion of the training, employee will provide a copy of the training certificate to J-1/MHR-WR. J-1/MHR-WR will file a copy of the training certificate under RN 608-1a6; disposition instructions are at appendix A, section VI. A list of certified financial specialist is posted on the J-1/MHR-WR Web page. Financial counseling specialists may refer employees to one or more of the following agencies:

a. Primary agencies.

- (1) Military family centers.
- (2) Military One Source.

b. Additional agencies (not inclusive):

- (1) American Red Cross
- (2) Nearest military installation family support center
- (3) Military Relief Society
- (4) Consumer credit agencies
- (5) Military credit unions and banks

5-2. Relocation Readiness Program

The purpose of this program is to support USMEPCOM employees and their family members during incoming and outgoing relocations and/or emergencies. Sponsorship support includes the following:

a. Standard Installation Topic Exchange Service (SITES) information. A system that includes welcome information (<http://www.dmdc.osd.mil/sites>). SITES information is updated on a quarterly basis. USMEPCOM will forward SITES information to incoming/outgoing employees.

b. Welcome aboard packet. Welcome aboard packet information will include the items prescribed in AR 608-1, section 111, paragraph 4-21.

c. Loan kits. Items loaned to incoming/outgoing USMEPCOM employees and their families. Items may include kitchen utensils, play pen, crib, and child car seat. For loan kit items, see AR 608-1, section III, paragraph 4-26.

- (1) **HQ USMEPCOM and sector employees.** Provided to employees by a local installation.

(2) **MEPS employees.** MEPSs not located on a military installation will maintain loan kit items. MEPSs commanders will establish procedures for purchasing, issuing equipment; replacing broken, damaged, and/or missing equipment; and completing an inventory.

Note: MEPSs located on a military installation are encouraged to use the installation's loan kit items.

5-3. Information and Referral Program

The purpose of the program is to provide relocation information and referral (e.g. , schools, childcare, housing, medical, etc.) to USMEPCOM employees and their families. Commanders will ensure a listing of civilian and military medical, human, and social service agencies are available to USMEPCOM employees and their family members. The listing will be updated annually. Resources may be obtained from the following agencies:

a. Primary agencies:

- (1) Family centers.
- (2) Military One Source.

b. Additional agencies (not inclusive):

- (1) The American Red Cross.
- (2) The American Legion and other Veteran Service Organizations (i.e., Veterans Administration (VA), Disabled American Veterans (DAV), and Veterans of Foreign War (VFW)).
- (3) Emergency services.
- (4) Chaplains and counseling.
- (5) Chamber of Commerce.
- (6) United Services Organization.
- (7) TRICARE.
- (8) Servicing military installation family centers, family advocacy program, and sexual assault response coordinator.

5-4. Family Advocacy Program (FAP) and Sexual Assault Response Program (SARP)

The purpose of these programs is to provide education and counseling specifically designed to address issues related to the prevention and treatment of domestic violence and sexual assault.

- a. Commander, USMEPCOM, and sector commanders will follow local area installation guidance.
- b. MEPSs commanders will establish procedures with the servicing installation to ensure compliance with AR 608-18 (The Army Family Advocacy Program) and AR 600-20, chapter 8.
 - (1) Annual training in the prevention of domestic violence and sexual assault.
 - (2) Commander's briefing upon assumption of command.
 - (3) Participation in case review committees as appropriate.

(4) Reporting procedures for suspected abuse incidents.

(5) Procedures for making referrals to the servicing family advocacy program and sexual assault response coordinator will be established and posted.

c. MEPS will complete incident reports according to USMEPCOM Regulation 5-5 (Security, Safety, and Special Programs), DODD 6495.01 (Sexual Assault Prevention and Response (SAPR) Program), DODI 6495.02 (Sexual Assault Prevention and Response (SAPR) Program), and AR 600-20, chapter 8.

d. J-1/MHR-WR will develop additional family advocacy and SARP training materials for commanders and first sergeants.

5-5. Exceptional Family Member Program

The purpose of this program is to assist USMEPCOM employees and their family members with special medical, housing, and/or educational services. The USMEPCOM employee will be referred to the appropriate agency. Exceptional Family Member Program personnel are available at military family centers or military treatment facilities.

a. Recommended resources.

(1) Department of Defense Exceptional Family Member Connections Web site
<http://www.myarmylifetoo.com/skins/malt/home.aspx?mode=user>.

(2) Military Assistance Program Web site <http://www.defenselink.mil/mapcentral/resource.html>.

(3) TRICARE Web site <http://www.armyrotc.vt.edu/Cadre/tricare.html>.

(4) SITES Web site <https://www.dmdc.osd.mil/appj/sites/index.jsp>

b. Additional community resources, including medical professionals and schools, will be available to all employees and their family members in compliance with public laws.

c. Community resources will be listed on the SITES Web site (see pars. 3-2a(1) and 5-2a).

5-6. Readiness Leadership Development Program

The Readiness Leadership Development Program is a USMEPCOM-unique program designed to enhance personal and family preparedness by providing education and training in a wide variety of knowledge, skills, and behaviors intended to significantly enhance overall readiness.

a. HQ USMEPCOM, J-1/MHR-WR, will establish core materials, training formats, and funding sources.

b. Readiness leadership development training will be available through the following resources:

(1) USMEPCOM MEPNET Web site (<https://mepnet.mepcom.army.mil/dirs/mhr/links/>). Click on Family Assistance Programs, WR online: Resource Information and Links to Resources.

(2) My Army Life Too Web site (<http://www.myarmylifetoo.com>).

Appendix A

References

Section I (The publications needed to comply with this regulation.) **Required Publications**

AR 600-20

Army Command Policy. Cited in paragraph 3-5.
(http://www.apd.army.mil/pdffiles/r600_20.pdf)

AR 608-1

Army Community Service Program. Cited in paragraph 3-4a(6).
(http://www.apd.army.mil/pdffiles/r608_1.pdf)

AR 608-18

The Army Family Advocacy Program. Cited in paragraph 5-4.
(http://www.apd.army.mil/pdffiles/r608_18.pdf)

Joint Federal Travel Regulation, Volume I

Uniformed Service Members. Cited in paragraph 2-3a.
(<https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>)

Joint Travel Regulation, Volume II

Civilians. Cited in paragraph 2-3a.
(<https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>)

USMEPCOM Regulation 5-5

Security, Safety, and Special Programs. Cited in paragraph 5-4b.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/pubs/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pdf/regs/r-0005-005.pdf>)

USMEPCOM Regulation 600-23

USMEPCOM Military Personnel Program. Cited in paragraphs 4-6b, 5-2b (1) and (2), B-4d (1), and B-4f (4) and (5).
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/pubs/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pdf/regs/r-0600-023.pdf>)

Section II (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.) **Related Publications**

AR 215-1

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities
(http://www.apd.army.mil/pdffiles/r215_1.pdf)

AR 600-20

Army Command Policy
(http://www.apd.army.mil/pdffiles/r600_20.pdf)

AR 608-75

Exceptional Family Member Program (EFMP)
(http://www.apd.army.mil/pdffiles/r608_75.pdf)

Section III (Publications prescribed by this regulation.)
Prescribed Publications

None

Section IV (The forms needed to comply with this regulation.)
Required Forms

DA Form 11-2-R

Management Control Evaluation Certification Statement. Cited in paragraph B-6.

DA Form 4162

Volunteer Service Record. Cited in paragraph 4-5.

DA Form 4713

Volunteer Daily Time Record. Cited in paragraph 4-4.

Section V (The forms prescribed by this regulation.)
Prescribed Forms

USMEPCOM Form 608-1-2

Certificate of Volunteer Appreciation. Cited in paragraph 4-6a(1).

USMEPCOM Form 608-1-3

Silver Certificate of Volunteer Appreciation. Cited in paragraph 4-6a(2).

USMEPCOM Form 608-1-4

Gold Certificate of Volunteer Appreciation. Cited in paragraph 4-6a(3).

USMEPCOM Form 608-1-5

Freedom Certificate of Volunteer Appreciation. Cited in paragraph 4-6a(4).

USMEPCOM Form 608-1-6-R-E

Readiness Support Group Information Survey. Cited in paragraph 3-2a(4).

(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)

(Internet users: <http://www.mepcom.army.mil/pubs/pdf/forms/f-0608-001-06.pdf>)

Section VI (The record numbers (RNs) this regulation prescribes for the user to file specific documents.)
Required Record Numbers

RN 215-1d

NAF accounts. Cited in paragraph 3-3.

Disposition: TE3. Event is after completion of next comparable audit or for bound books, ledgers, and journals after date of last entry therein. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 3 years after the event. **NOTE:** Before authorized destruction, a careful search of the files will be made for any cash, U.S. Treasury checks, Government securities, and safekeeping receipts. When any such items are found, the records will not be destroyed but will be reported to HQDA (DACF-RM), ALEX, VA 22331-0321.

RN 608-1a6

Army Community Service (ACS) program—volunteer service records. Cited in paragraphs 3-3g, 4-4, and 4-5.

Disposition: KEN. Event is upon transfer or separation. Keep in CFA until event occurs and then until no longer needed for conducting business, then return to volunteer upon transfer or separation.

RN 608-1b

ACS case management and intake files. Cited in paragraph 3-2a(4).

Disposition: KE2. Event is after case closure. Keep in CFA until event occurs, then destroy 2 years after the event

Appendix B

Management Control Evaluation Checklist – Wellness and Readiness Program

B-1. Function

This checklist is for the evaluation of the USMEPCOM Wellness and Readiness (WR) Program

B-2. Purpose

This checklist will assist USMEPCOM (commanders, directors, special staff officers, and supervisors) in evaluating key controls in the management control process. It does not cover all the controls. The desired outcome is a sound well-maintained management control environment.

B-3. Instructions

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained. A corrective action plan must be indicated in the supporting documentation. The controls must be formally evaluated every 2 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

B-4. Test questions

a. Program publicity

(1) Are official newsletters printed on Government equipment, distributed by e-mail, and/or US mail service? (USMEPCOM Regulation 608-1, par. 3-2a(2))

(2) Is a RSG established? (USMEPCOM Regulation 608-1, par. 3-2a)

b. Resources

(1) Are annual WR assessments completed and maintained on file? (USMEPCOM Regulation 608-1, par. 1-4e (5))

(2) Is an annual RSG budget conducted? (USMEPCOM Regulation 608-1, par.1-4e (8))

(3) Are requests for RSG funding provided with additional resources? (USMEPCOM Regulation 608-1, par. 3-4)

c. Symposia

(1) Are global quality of life issues forwarded to sector for consideration for the annual symposium? (USMEPCOM Regulation 608-1, par. 2-2a)

(2) Are MEPS providing delegates to participate in the annual symposium? (USMEPCOM Regulation 608-1, par. 2-2b)

(3) Were there any family member delegates placed on ITOs to attend the annual symposium? (USMEPCOM Regulation 608-1, par. 2-3a)

d. RSGs

(1) Is relocation information being provided to all incoming employees according to USMEPCOM Regulation 600-23? (USMEPCOM Regulation 608-1, pars. 5-2 and 5-3)

(2) Is RSG information being included in quarterly newsletters? (USMEPCOM Regulation 608-1, par. 3-2)

(3) Is a contact roster established, updated quarterly, and maintained in a central location according to Privacy Act requirements? (USMEPCOM Regulation 608-1, par. 3-2a (4))

(4) Is an emergency/disaster plan established? (USMEPCOM Regulation 608-1, par. 3-2a(4))

(5) Are quarterly team building activities being documented? (USMEPCOM Regulation 608-1, par 3-2a (5))

(6) Are copies of appointment orders for statutory volunteers on file in the RSG Inspection Binder? (USMEPCOM Regulation 608-1, par. 3-3)

(7) Is an annual operating budget established for the RSG? (USMEPCOM Regulation 608-1, par. 3-4)

(8) Does the volunteer coordinator have an established workspace and administrative support? (USMEPCOM Regulation 608-1, par. 3-5a(3))

(9) Do statutory volunteer have official email addresses? Is all correspondence made by using official e-mail accounts? USMEPCOM Regulation 608-1, par. 3-5a(1))

e. Volunteer management

(1) Do statutory volunteer have position descriptions established? (USMEPCOM Regulation 608-1, par. 4-3)

(2) Is an annual volunteer recognition event conducted? (USMEPCOM Regulation 608-1, par. 4-6)

(3) Do statutory volunteer have hours documented on DA Form 4713? (USMEPCOM Regulation 608-1, par. 4-4)

(4) Are volunteer hour totals submitted to HQ USMEPCOM? (USMEPCOM Regulation 608-1, par. 4-4)

(5) Do statutory volunteer have an established DA Form 4162 (Volunteer Service Record)? (USMEPCOM Regulation 608-1, par. 4-5)

(6) Are volunteer awards documented on DA Form 4162? (USMEPCOM Regulation 608-1, par. 4-5)

f. Family assistance programs

(1) Is there a current listing of support agencies developed to support financial, relocation, information and referral, Exceptional Family Member Program (AR 608-75), family advocacy and sexual assault response programs? (USMEPCOM Regulation 608-1, pars. 5-1 through 5-4)

(2) If not located on a military installation, is there a relocation loan kit maintained on site? (USMEPCOM Regulation 608-1, par. 5-2c)

(3) Are there relocation loan kit procedures established to include replacement of damaged/missing items? (USMEPCOM Regulation 608-1, par. 5-2c)

(4) Are all incoming employees contacted according to USMEPCOM Regulation 600-23? (USMEPCOM Regulation 608-1, par. 5-2)

(5) Are all incoming employees provided a welcome packet according to USMEPCOM Regulation 600-23? (USMEPCOM Regulation 608-1, par. 5-2b)

(6) Are procedures established and posted with the servicing installation Family Advocacy Program and Sexual assault response coordinator to ensure compliance with FAP and SARC programs? (USMEPCOM Regulation 608-1, par. 5-4b(5))

(7) Are incident reports involving domestic violence and sexual assault issues submitted to Security on STARNET? (USMEPCOM Regulation 608-1 par. 5-4b)

(8) Have USMEPCOM personnel received mandatory annual training in the prevention of domestic violence and sexual assault? (USMEPCOM Regulation 608-1, par. 5-4a (1))

B-5. Comments

Submit comments on this inspection program to HQ USMEPCOM (J-1/MHR-WR).

B-6. DA Form 11-2-R (Management Control Evaluation Certification Statement)

Use DA Form 11-2-R to document management control evaluations.

Glossary

Section I ***Abbreviations***

ACS

Army Community Service

AFAP

Army Family Action Plan

AR

Army regulation

CFS

Command Financial Specialist

DA

Department of the Army

DAV

Disabled American Veterans

EFMP

Exceptional Family Member Program

FAP

Family Advocacy Program

HQ USMEPCOM

Headquarters, United States Military Processing Command

ITO

invitational travel order

MEPS

military entrance processing station

***MRSG**

USMEPCOM Readiness Support Group

RN

record number

***RSG**

readiness support group

SARC

sexual assault response coordinator

*USMEPCOM-unique

SARP

sexual assault response program

SITES

Standard Installation Topic Exchange Service

USMEPCOM

United States Military Entrance Processing Command

UVA

unit victim advocate

VA

Veterans Administration

VFW

Veterans of Foreign Wars

***WR**

Wellness and Readiness

Section II

Terms

***ready support group (RSG)**

An RSG is an organization of personnel family members, and volunteers belonging to a USMEPCOM organization that provides mutual support for its members.

*USMEPCOM-unique